

WATERS LANDING ASSOCIATION
Minutes from the Board of Directors Meeting
Wednesday, March 12, 2025

In Attendance – Board of Directors

- Gavin Green, President
- Karen Kizer, Secretary
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Jordan Straub, Member-at-Large
- Andy Williford, Member-at-Large

In Attendance – Management Team

- Trent Harrison, President of FirstService Residential (FSR)
- Luisa Chavez, Assistant General Manager
- Brandon Jenkins, Resident Coordinator

Regrets – Board of Directors and Management Team

- Lee Callicutt, Vice President
- Don Perper, General Manager

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Wednesday, March 12, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:31 p.m. A quorum of the Board was confirmed, followed by an introduction of Board members and the management team.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the March 12, 2025 Meeting agenda as presented.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Williford moved to approve the February 12, 2025 Board of Directors Meeting minutes as presented. Mr. Straub seconded. The motion carried unanimously.

IV. Officer Committee Reports

A. Architectural & Environmental Review Committee (AERC): John Pesci reported eight applications were considered during the Monday, March 3rd AERC Meeting. Six of those applications were submitted by one owner, of which decisions on five were deferred due to insufficient information. The applicant's sixth application was denied. Concerning the remaining two applications, one was from a single-family homeowner in Deep Wood Village for the removal, replacement, and extension of their driveway with a stone foundation (approved). The second was from a townhouse owner in Waters Landing to install a stone patio in their backyard (approved).

B. Electric Vehicle (EV) Charging Committee: John Pesci reported the committee was unable to meet during the month of March 2025 due to a miscommunication with the management office.

ACTION: The Board will talk with the management office to determine what can be done to avoid any confusion in the future regarding committee meeting dates.

- C. Guidelines Review Committee: Susanne Wiggins reported the committee met in early March 2025. They are continuing to pare down the guidelines and conduct research. Specifically, the committee is comparing Waters Landing’s guidelines to those of another community that are written in plain, easy-to-understand language.
ACTION: Ms. Wiggins held a conversation with the permitting office during the day on Wednesday, March 12th, and will follow up in the coming days.
- D. Community Engagement Committee (CEC): Onnie Watson reported the following information:
1. Four total bingo events were scheduled for the months of January and February 2025. However, only three were actually held, as inclement weather canceled the third date. A total of \$1,000 was raised for donations to four charities. Ninety-six participants were involved in the three events combined.
 2. A Waters Landing Talent Show will be held at Black Rock Center for the Arts on Friday, March 21st at 7:00 p.m. As of Wednesday, March 12th, seven participants had signed up to display their talent, but one recently dropped out. Also, a total of 10 tickets had been sold to attend the event. A Facebook page was created to promote the Talent Show. Those who would be interested in attending were strongly encouraged to purchase tickets either via the EventBrite link or the Waters Landing Home page. Raffle prizes will be given away as part of the event.
 3. **ACTION:** Management will speak with the yoga instructor about a date change for their April 26, 2025 class to accommodate an Association-sponsored event.
 4. In May 2025, the CEC will begin the Pickle Ball clinic at Pool B. More details will be shared in the coming weeks.

V. RSV Pools Update

Vlade Jankovic presented the RSV report and information regarding pool upgrades and maintenance.

- A. The staffing is looking good. A few positions are still open.
- B. Reviewed the proposals for pumps, filters, caulking of pool deck, lights and drain covers.

MOTION: Mr. Green moved to approve replacement of the drain covers at Pools A and B at a cost not to exceed \$2,000; replacement of the three main filter tanks and one wading filter at Pool A at a cost of \$12,430; replacing the wading filter at Pool B at a cost of \$1,650; purchasing 24 main filter cartridges and eight wading cartridges for Pool A at a cost of \$5,110; replacement of the main pump for Pool A at a cost of \$13,870; replacement of five underwater lights for Pool A at a cost of \$5,415; replacement of seven underwater lights for Pool B at a cost of \$8,510; and replacement of the deck caulking at a cost of \$8,848. Ms. Varnavas seconded. The motion carried unanimously.

VI. Management Report

Ms. Chavez reported the following information with input from Mr. Jenkins:

- A. Financial Statement Review: The financial statement for the period ending December 31, 2024 was available on Resident Connect. Ms. Varnavas reported the Association ended the 2024 fiscal year under budget by approximately \$100,000. The January 2025 financial statement are being reviewed now therefore they were not available for the March 2025 Board packet.

ACTION: Ms. Chavez will check with IT to determine whether it is possible to send a link to the financial statements going forward rather than attaching the documents to email messages.

- B. Operations Updates:

1. Retaining Walls and Deck: Becht Engineering will provide design recommendations and a proposal for this project.

ACTION: Management will share the information once it is available.

2. Logansport NAC Update – Additional Parking Space: Brothers Paving provided a scope of work to cut out a portion of the center island and create 19 or 20 additional parking spaces. The scope of work was sent to the Logansport NAC for review. The NAC will need to poll the neighborhood to determine the level of interest in the project with a deadline of March 21 for response. Should there be sufficient support for proceeding, a presentation may be presented during the April 2025 Waters Landing Board Meeting.

ACTION: A follow-up will be conducted with Logansport to determine their status as an NAC; and to inquire if they would like the additional parking spaces.

3. Harbour Place Update: Management met with Meredith Lynch and representatives from Brothers Paving to review the NAC's list of proposed projects. A proposal is anticipated from Brothers Paving, and will be forwarded to the Harbour Place NAC for review. The requested curb cuts and concrete landing would allow for a crosswalk to be installed at Waters Point Lane across Wynnfield Drive. Additionally, management recommended that Harbour Place formally re-establish their NAC. Should they wish to proceed, the NAC may present their recommendations to the Waters Landing Board.
ACTION: A follow-up will be conducted with Brothers Paving regarding Harbour Place.
 4. Asphalt and Concrete Work: Prior to conducting any sealcoating or asphalt work, there will be curb, gutter, and sidewalk repairs completed. The plan is to begin the work during the month of May 2025.
ACTION: Management will provide concrete proposals and a tentative schedule for the community.
 5. Website: Ms. Chavez and Mr. Williford met to discuss the current options with GoDaddy, as well as the options offered by other service providers.
ACTION Management will reach out to GoDaddy to request a comparison of their offerings versus what is currently in place. A comparison report will be prepared and presented during the April 2025 Board Meeting.
 6. Procedural Changes:
ACTIONS: (1) Going forward, as part of the monthly Board packet, management will provide a report of their findings from the recent community walks. (2) Rather than sending emails directly to WLA, management will train residents to enter work orders into Resident Connect. (3) The final version of each of the Association's contracts will be uploaded to Resident Connect, under the Association Contracts section by Friday, March 14, 2025. (4) All communications from residents will be tracked in a log in Resident Connect and reported to the Board monthly.
- C. Pool Pass System: WiFi has been wired to both pools. Ms. Chavez met with Comcast during the day on Wednesday, March 12th to review the areas where modems will be installed – work that will hopefully be done by April 2025. The scanners have been ordered, and the four tablets are already in the management office.
ACTIONS: (1) Management will reach out to RSV Pools to coordinate training on the new pass system. (2) The pool rules are being reviewed, with a draft recommendation to be provided to the Board of Directors.

VII. New Business

- A. Swimming Pool Capital Expenditures: Please see Section V of these minutes.
- B. Swim Team – 2025 Season:
1. Following a Board and management discussion along with input from Kelli Keith:
MOTION: Mr. Green moved to approve the 2025 swim team schedule as presented with an edit to move the Floatie Day to the swim team's Banquet Day at the end of July 2025. Mr. Sagarin seconded. The motion carried unanimously.
 2. Work is being done to clean out the closets at Pools A and B.
ACTIONS: (1) Ms. Chavez will inform the swim team when the closets are ready so their equipment can be placed there. (2) A contract will be drafted between the Association and the swim team regarding expectations for using the Club Room and pools.
- C. Draft Minutes – 2023 and 2024 Annual Meeting:
1. The minutes from the Association's 2023 Annual Meeting were drafted by the Recording Secretary, posted, and made available in the management office for owners to review. The deadline for owners to offer input had expired, with a few comments resulting in changes to the draft. Additionally, Board Secretary Karen Kizer drafted minutes from the Association's 2024 Annual Meeting.
MOTION: Mr. Green moved to approve posting the Association's 2023 initial draft Annual Meeting minutes to the Association's website for owners' review and comment. Mr. Williford seconded. The motion carried by a vote of five in favor, one opposed (Ms. Kizer), and zero abstained.
MOTION: Mr. Green moved to post the second draft of the Association's 2024 Annual Meeting minutes to the Association's website for owners' review and comment. Mr. Williford seconded. The vote count was unanimous.

VIII. Old/Unfinished Business

A. Pool Committee Charter:

MOTION: Mr. Green moved to approve the Pool Committee charter as presented. Mr. Sagarin seconded. The motion carried unanimously.

ACTION: The approved Pool Committee charter will be posted to the Association's website.

B. Second Call for Committee Volunteers: The Board of Directors extended the deadline to March 28, 2025 for owners to submit their application to serve on a committee. During the April 2025 Board Meeting, the Board of Directors will appoint new members to serve on the Association's various committees.

ACTION: Management will follow up with all committee applicants.

C. Pool Bathroom Renovation: Board members walked Pools A and B bathrooms. They noticed that both pools were in good condition, but that a few matters needed to be addressed. As a result, the pools will be cleaned to prepare them for the upcoming season. **MOTION:** Mr. Green moved to approve funding for the bathroom mats, plus additional funds to renovate Pool bathrooms A and B before the start of the 2025 pool season. The list of updates to the bathrooms and desk areas include: faucets, light fixtures, painting of walls/ceilings/poles, exit sign replacement, shower heads, lifeguard desks and chairs. Ms. Varnavas seconded. Following a Board discussion, a vote was not conducted concerning the first motion. Ms. Varnavas then moved to approve an expense of up to \$50,000 for the pool bathroom renovation with the goal of spending \$30,000, and with the condition that any individual expense over \$1,000 must be approved by the Board of Directors. Mr. Sagarin seconded. The motion carried unanimously.

MOTION: Mr. Green moved to have an architect (from the firm POM) conduct an analysis of both Waters Landing pools and the community center, and prepare drawings at a cost not to exceed \$40,000. Mr. Straub seconded. The motion carried unanimously.

D. Code of Conduct and Ethics: Board members reviewed and discussed the Code of Conduct and Ethics as drafted by Gavin Green. There was a discussion of some of the content, including requirements for a unanimous vote.

DECISION: The Board of Directors agreed by unanimous consent to defer a decision concerning this matter to afford time for Mr. Green to incorporate additional revisions and distribute an updated draft to the Board.

E. Churchill Senior Living (CSL) Request to Access WSSC Easement:

MOTION: Mr. Green moved to approve the easement requested by WSSC. Mr. Straub seconded. The motion failed by a vote of 1-4. Ms. Varnavas voted for the motion. All other Board members present voted against it.

ACTION: The Board will remain open to additional communications regarding the easement request.

IX. Confirm Action Items from Current Meeting

Please see the items marked "**ACTION**" and "**DECISION**" within these minutes.

X. Open Forum

Questions and comments were raised by members of the Waters Landing community (with any action items noted in **bold**):

- Thanking the Board for their diligent consideration of the CSL request to access the WSSC easement.
- Inquiring whether the Board received the letters of concern submitted by residents.

XI. Date of Next Board Meeting

DECISION: The next Board of Directors Meeting will be held on April 9, 2025 at 6:30 p.m.

XII. Adjournment

MOTION: Mr. Green moved to adjourn the March 12, 2025 Board of Directors Meeting at 9:42 p.m. Ms. Kizer seconded. The motion carried unanimously.